



**LANCASTER FINANCE COMMITTEE (“FinComm”)
Meeting Minutes of Tuesday, July 18, 2023, 6:15pm
Meeting held via ZOOM
(Meeting ID 831 1976 4295)**

1. CALL TO ORDER – ROLL CALL FOR ATTENDANCE

Richard Trussell called the meeting to order at 6:15PM. Roll call was taken, Michelle Vasquez, present; Stanley Starr, present; Emily Kerrigan, present; Richard Trussell, present. Jocelyn Mylott, was absent. Also in attendance was Finance Director Cheryl Gariepy.

2. APPROVAL OF MINUTES, JUNE 27, 2023 MEETING

Mr. Starr moved to approve the minutes of June 27, 2023; Ms. Kerrigan seconded the motion. *Vote taken, Michelle Vasquez, Aye; Stanley Starr, Aye; Emily Kerrigan, Aye; Richard Trussell, Aye. Motion passed. [4-0-0]*

3. PUBLIC COMMENT - NONE

4. FINANCE DIRECTOR BUDGET REPORT YTD; COMMENTS, QUESTIONS

Ms. Gariepy explained that she has formatted the FY23 Year-End Budget Report to align with the “Budget Book.” The first section will be Wages, followed by expenditures. Questions were asked about the cost of Snow and Ice Removal; Ms. Gariepy clarified. For FY23, due to a variety of circumstances such as positions being unfilled for part of the year or extended sick leave, approximately \$417,272 remains at year-end for wages. Expenditures were reviewed. It was noted that the deficit in Facilities was primarily due to increases in electrical costs. Expenditures total about \$346,405 less than budgeted, so this too will help to replenish Free Cash.

5. FREE CASH AND ARPA FUNDS UPDATE

Ms. Gariepy reported that although it is not completely finished, she anticipates that Free Cash will be about \$2 million. ARPA funds expended to date total \$439,953; the balance available is \$1,937,000. The Stabilization Fund is currently \$1,862,000.

6. NRHS CONSTRUCTION FUNDING UPDATE

Ms. Vasquez reported that the Borrowing subcommittee will be meeting on August 3 and that she will attend. Questions were asked regarding whether each town in the school district will seek their own funding or if the funding will be done at the School Committee level.

7. DCAMM AND MBTA DROP DEAD DATES AND ENVIRONMENTAL SITUATION

Taken out of order

Mr. Trussell asks what the deadlines are for these projects; Ms. Gariepy will need to check with Town Administrator Hodges. Mr. Starr asked for clarification on MBTA requirements.

8. CHECKLIST OF ONGOING MAJOR PROJECT(S) INCOME AND EXPENSE

Mr. Trussell would like to track major projects on an ongoing basis, including budget versus actuals. He has been keeping track of projects that have been approved in order to capture potential permit fees and other potential income. Mr. Starr asked if building fees have been recently reviewed. Ms. Gariepy suggested that it might be useful to compare published fee costs with actual revenues received by her office. Mr. Starr moved that the Finance Committee recommend to the Town Administrator / Select Board that fees be reviewed in comparison to other towns. Ms. Vasquez seconded the motion. *Vote taken, Michelle Vasquez, Aye; Stanley Starr, Aye; Emily Kerrigan, Aye; Richard Trussell, Aye. Motion passed. [4-0-0]*

Mr. Starr moved to authorize Chair Trussell to contact other boards and committees, requesting that they provide the Finance Committee with information regarding incoming fees. Ms. Kerrigan seconded. *Vote taken, Michelle Vasquez, Aye; Stanley Starr, Aye; Emily Kerrigan, Aye; Richard Trussell, Aye. Motion passed. [4-0-0]*

9. EDC INVOLVEMENT WITH LARGE PROJECT(S)

Not addressed

10. NEW BUSINESS

No new business

11. NEXT MEETING DATE

It was determined that the next meeting will be held on Monday, August 14, 2023.

12. ADJOURNMENT

Ms. Kerrigan moved to adjourn the meeting. Mr. Starr seconded. *Vote taken, Michelle Vasquez, Aye; Stanley Starr, Aye; Emily Kerrigan, Aye; Richard Trussell, Aye. Motion passed. [5-0-0]*

Approved 6/27/2023

Emily Kerrigan, Clerk